



PRE-APPLICATION REQUEST FOR COMMENTS

The purpose of this "Pre-Application" review is to provide direct feedback from City Staff members on your project and identification of potential concerns before you submit formal applications. You will also get information regarding what documents and plans you will need to submit with your application.

1. Project Summary (Please provide the following preliminary information):

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Contact Address \_\_\_\_\_

How would you like the comments provided? ☐ Pick Up by applicant (free)

☐ Mail or Fax (4.00) (circle one) Fax: \_\_\_\_\_

Applicant Interest in Property: ☐ Own ☐ Lease ☐ In Escrow ☐ Other \_\_\_\_\_

Proposed Project Location: \_\_\_\_\_ APN \_\_\_\_\_

Size of Property: \_\_\_\_\_ Size of Building(s): \_\_\_\_\_

Type of Use Proposed: \_\_\_\_\_

Please describe your proposed project in further detail below. Include information regarding the type of development surrounding your property, what is on the property now, and any other information which will help us understand how the site is suited for your proposed project.

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**Required Plans**

Site Plan: You must have four(4) folded copies of a site plan showing property lines, existing and proposed structures, parking areas, landscape areas and adjacent streets. This plan can be hand drawn, but must be scaled, indicating lot size, building dimensions and setbacks.

**Recommended Plans**

City staff will be able to provide you with more detailed comments if you provide us with additional details such as building elevations, landscape plans, floor plans and grading plans.

1. Written comments will be available for pick-up at the Development Services Department front counter approximately 3 weeks after your submittal. Depending upon the complexity of your proposal, additional time may be required. You will be contacted if the expected completion date cannot be met.
2. Based upon written comments, if you wish to meet staff to clarify information given or issues that have been raised, contact the project manager to schedule a meeting date with city staff.